



## Zoom Interview Guidelines

### Required:

- Laptop or Computer with camera and microphone. (headphones with microphone are a good back up)
- High speed internet connection.

### Set up:

**Find a quiet space.** Plan accordingly for uninterrupted interview time. Loud ambient noises will distract from the interview. Close all other programs on your computer that might ding alerts. Be aware that we will also be able to hear these beeps.

**Aim the camera at eye level.** Don't sit as close to your computer as you normally would. Sit a little further back so that your face and upper shoulders are in the shot. It can also be helpful if you position your webcam a little bit higher so you are looking up and not down. This can be easily accomplished by propping your laptop on a stack of books.

**Neutral background with no movement.** Think about your surroundings and what will be visible on the screen. It is best to be positioned in front of a wall free of clutter or personal items. Make sure there aren't any copyrighted images in the background.

**Adjust the lighting and background in your interview room.** Make sure your lighting is aimed at you and not behind you; otherwise you will appear as simply a silhouette.

**Day of recording:** Please be ready to connect with us 15 minutes before interview begins to address any potential technical issues.

### **Tips to Looking Camera Ready:**

- Dress in professional/business attire. Jackets and ties are preferred for men. Structured blazers are strongly recommended for women.
- Wear solid shirts/blouses in blues, purples, reds, greens, pastels or neutrals.
- **Avoid** wearing solid whites and Please No logo wear (company name or product).
- If you're not wearing a blazer or jacket, please do **NOT** wear see-through materials.
- Keep jewelry to a minimum—the smaller is better. Bracelets are discouraged. They tend to cause disruptive noises in the recording of the interview.
- Unsure? Have an alternative dress or ask us prior to day of recording.

For more information and assistance please contact:



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